



LETTER TO STATE AND TOWN OF DELAVAN

March 25, 2020

VIA FIRST CLASS MAIL & FACSIMILE

State of Wisconsin

Department of Workforce Development
Dislocated Worker Unit
Post Office Box 7972
Madison, WI 53707

Town of Delavan

Town Chair
Larry Malsch
5621 Town Hall Road
Delavan, WI 53115

RE: Delavan Lake Resort/Federal & State WARN Act Notice of Business Closure and Mass Furlough

Ladies and Gentlemen:

I regret to inform you that Delavan Lake Resort is temporarily closing its business and furloughing most of its staff at its resort facility at 1505 South Shore Road, Delavan, WI, in response to the sudden unforeseen dramatic downturn in business and occupancy caused by the COVID-19 pandemic. We all know of the federal and state emergency orders relating to global pandemic involving the illness known as Coronavirus Disease 2019(COVID-19). These orders and guidelines, although very important for the health and safety of many, have made it difficult for guests and customers to have full enjoyment of our facility.

This job action will be implemented effective between March 16 – March 27 and will affect 11 total employees consisting of full-time, part-time, and seasonal positions. The duration of the job action is presently unknown, but we anticipate it may last until there is a lift on applicable emergency orders and public demand for hotel and other hospitality resort services.

Enclosed is a confidential list of affected positions and numbers. The employees are non-union and do not have any bumping rights. If circumstance necessitate a later layoff or termination date, we will notify you in writing. We will ensure that employees are timely paid all wages earned.

Delavan Lake Resort is simultaneously advising employees that the Wisconsin Department of Workforce Development ("DWD") and its Workforce Development Board ("WDB") work together in an effort to assist employees affected by business closings and layoffs.

Please contact me if you have any questions or require any additional information related to the above.

Sincerely,

Todd Griffin
General Manager
Delavan Lake Resort

Enclosure: List of Affected Employees

Primary Job Title	Ttl # of Employees
Maintenance Tech	1
Front Desk Clerk	3
Public Areas Attendant	1
Room Attendant	4
Security Officer	2

11

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MAR 30 2020
BY: